



THE
**ART
GALLERY**
at Congdon Yards

Part-time Clay Studio Manager

TAG, The Art Gallery at Congdon Yards, is seeking a self-motivated part-time manager for our new clay studio. To apply, please send a letter of interest, resume and two professional references to info@tagart.org

Job Title: Part-Time Clay Studio Manager

Reports to: Education Director & Executive Director

Duties and Responsibilities:

- Assist with day-to-day operation of the clay studio including inventory and equipment/tool maintenance
- Maintain studio, cleaning, organizing, and class set-up
- Update Education Director and Executive Director of any issues in a timely manner
- Load, unload, and fire kilns (electric)
- Set up class/workshop schedule and teach occasional classes/workshops
- Provide support for classroom instructors
- Train students and interns in the proper use of studio equipment and studio safety
- Help maintain a clean and safe workspace
- Perform other related duties as requested

Qualifications:

- Experience in all aspects of clay studio operations and kiln firings including protocols and hazards
- Good social and communication skills
- Self-motivated person who works well without close supervision and can establish priorities when presented with multiple tasks
- Must be able to lift at least 40 pounds (lift from ground to shoulder) and perform tasks requiring manual dexterity

Rate of Pay: \$16 - \$18 per hour